

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 08/18/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ASST. WAREHOUSE MGR                      SCDC POSITION #: 011399  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR I                      STATE JOB CLASS: AH35  
PAY BAND/LEVEL: 05 A  
BAND: 05    SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE:              \$ 032838 - \$ 042420    SCEIS POSITION #: 61018377

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.  
A HIGH SCHOOL DIPLOMA AND THREE (3) YEARS WAREHOUSE INVENTORY  
EXPERIENCE, TO INCLUDE ONE YEAR SUPERVISORY EXPERIENCE. MUST HAVE  
AT LEAST SIX (6) MONTHS INVENTORY CONTROL AND ORDER ENTRY USING  
SOUTH CAROLINA ENTERPRISE INFORMATION SYTEM (SCEIS) OR OTHER SAP  
SYSTEM.

### DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, RESPONSIBLE FOR THE PICK UP & DELIVERY OF  
CUSTOMER PRODUCTS AND THE MAINTENANCE & SECURITY OF DELIVERY VEHICLES  
IN A CORRECTIONAL SETTING (DIVISION OF INDUSTRIES - WAREHOUSE).  
PROVIDES SERVICES TO OUR CUSTOMERS AND PLANTS IN THE MOST EFFICIENT  
AND ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATES  
SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SERVES AS THE  
ASSISTANT WAREHOUSE MANAGER AND THE FIRST LINE SUPERVISOR TO  
THE DRIVERS. REVIEWS THE WORKLOAD AND THE WAREHOUSE OPERATING  
PROCEDURES. DETERMINES PRIORITIES AND ASSIGNS STAFF ACCORDINGLY.  
CONDUCTS DELIVERIES AS NEEDED.

\*\*\* MUST HAVE A CLASS A COMMERCIAL DRIVER'S LICENSE \*\*\*

\*\*\* WORK SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY DEMANDS \*\*\*

\*\*\*\*\* MUST SUBMIT RESUME \*\*\*\*\*

### COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

\*\*\* RECRUITING - ANNOUNCE POSITION UNTIL FILLED \*\*\*